

ORDER

file

WE 2700.17B
RM 2700.15B
NW 2700.15B

file
MASTER FILE

RECURRING CHARGE SYSTEM

JUN 25 1980



MAY 16, 1980

CC: 4 to D. Hardy,
AWE-65

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Distribution: AWE: A-X-3 (MINUS X-AC), X-AC-25 CYS, A-FOF-0 (LTD)
ARM: A-X-3 (MINUS X-LG), X-LG-9 CYS, A-FOF-0 (LTD)
ANW: A-X-3 (MINUS X-LG), X-LG-8 CYS, A-FOF-0 (LTD)

Initiated By: AWE-20

RECORD OF CHANGES

DIRECTIVE NO.

WE 2700.17B

RM 2700.15B

NW 2700.15B

[illegible]

OCT 11 1982

CHANGE

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION**

WP 2700.17B CHG 1
NM 2700.15B CHG 1

9/28/82

Cancellation
Date: Retain

MASTER FILE

SUBJ: RECURRING CHARGE SYSTEM

1. PURPOSE. This change updates type of document codes for coding WP Form 4445-3, RCS Master File Input.

2. COORDINATION. This change was coordinated with the Northwest Mountain Region.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
✓ 3 and 4	5/16/80	✓ 3 and 4	9/28/82
✓ 9 and 10	5/16/80	✓ 9 and 10	9/28/82

10/18/82
mH

F. P. Cantrell
F. P. Cantrell
Manager, Accounting Division

cc: 60
63
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67
67A

Distribution: WP: A-X-3(minus X-AC), X-AC-25 cys,
A-FOF-0 (LTD)
NM: A-X-3(minus X-LG), X-LG-8 cys,
A-FOF-0 (LTD)

Initiated By: AWP-20

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FORWARD

1. PURPOSE. This order describes procedures and information for use and maintenance of the Recurring Charge System (RCS).
2. DISTRIBUTION. This order is distributed to Western, Rocky Mountain and Northwest Region Branch Chiefs and above; limited distribution to all field offices and facilities, and extra copies to RM/NW Logistics and Accounting Divisions.
3. ADDITIONAL PROCEDURES. Additional specific processing procedures for use by AWE-26 and AWE-67 are contained in WE Order 2700.8A, Chapter 9.
- 7/10/80 ✓ 4. CANCELLATION. This directive cancels and supersedes WE 2700.17A, RM/NW 2700.15A dated 12/29/77.
5. COORDINATION. This order was coordinated with Rocky Mountain and Northwest Regions.

F. P. Cantrell
F. P. CANTRELL
Chief, Accounting Division

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CHAPTER 1. RECURRING CHARGE SYSTEM BACKGROUND

1. GENERAL. The Recurring Charge System (RCS) is an automated data system which replaces and expands upon the prior Fixed Charge Register. Within the RCS, obligations are made automatically on the first day of each month and liquidated by a matching payment either automatically or manually. Obligations and payments from this System are automatically input to the General Accounting System. Payments under RCS procedures are initiated by magnetic tape payment schedules sent to the Treasury Disbursing Office. RCS contracts include telephone, utilities, leases and certain purchase orders such as minor maintenance (janitorial) contracts.

2. DATA FILES. The RCS consists of the following files:

a. Master File is a data file with complete data for all RCS contracts and purchase orders.

b. Residual File contains all unliquidated (unpaid) obligations for the RCS.

c. Payment History File is a record of all payments made through the RCS for a 12 month period.

d. Vendor Address File is a record of Vendor Number, Name and Address. It is used in making payments and correspondence address labels.

3.-19. RESERVED.

CHAPTER 2. THE RECURRING CHARGE SYSTEM MASTER FILE

20. DEFINITION. The RCS Master File is a data file of complete financial information used for processing payments and compiling data for output to other systems and various mangagement reports.

21. MASTER FILE MAINTENANCE is accomplished by submission of completed WP Form 4445-3 to AWP-26B. See instructions in par. 22.

a. WP Form 4445-3 (figure 2-1) is the entry document for the RCS Master File.

b. Supporting Documents. Copies of lease contracts are being maintained by AWP-26A. Therefore, in addition to completion of WP Form 4445-3, a copy of new leases should be attached when forwarded to AWP-26A. However, copies of duplicate telephone and utility contracts are no longer maintained by AWP-26. All data previously obtained from such contracts and from other sources is now included on WP Form 4445-3.

c. Mass Changes. When a mass change is required, due to some change that affects numerous items in the file (such as cost centers), send a letter to the Accounting Division, Attention AWP-26, several months in advance. This letter should include all the pertinent information, such as effective date and both old and new data elements. This should be used only when numerous contracts are being changed.

FIGURE 2-1

RCS MASTER FILE INPUT			
1. VENDOR ID & CONTRACT No.	75180 4615450		
2. ACTION (A, C, or D)	A		
3. BATCH DATE & No	3 20 2		
4. DOCUMENT TYPE	44		
5. NEW CONTRACT No.			
6. ACCOUNTING CODES	2010 48580 2371		
7. OBLIGATION AMOUNT	\$ 550.00		
8. NEW VENDOR ID			
9. GENERAL LEDGER CODE	6019		
10. EXPIRATION MO & YR	09 99		
11. CONTRACT PAYMENT PERIOD	M		
12. NO PAYMENT CODE			
13. NO OBLIGATION CODE	1		
14. TYPE OF SERVICE	I		
15. VENDOR NAME	SO CALIF EDISON CO		
16. VENDOR'S ACCOUNT No.	59-49-054-0740-01		
17. ALPHA ST CODE/FACILITY	CA ALSF		
18. ALPHA LOCATION CODE	SANTABAR 2		
19. New Vendor "PAY TO" Address			
C/O Attn			
P O Box 600			
Street - Box			
ROSEMEREAD			
City			
State			
Zip			
20. Obligate a \$ one-time (F & E) charge with the following accounting:			
21. Contracting Officer	22. Effective Date	23. Date Entered on RCS	
A. Jensen	9/17/82		

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22. CODING INSTRUCTIONS FOR WE FORM 4445-3. Forms are prepared by Logistics for leases, telephone and utility contracts. AWE-26A will prepare forms for certain janitorial, rental, maintenance and other purchase orders. Use red pen or pencil when coding this form.

a. Definition and source of line items.

<u>NUMBER - ITEM</u>	<u>SOURCE</u>
1 - Vendor I.D.	For existing vendors obtain the 5 digit ID from the RCS Vendor Address File (Par. 33). For new vendors, call AWE-26B (8-966-6491) for ID assignment.
Contract No.	Preparer enters abbreviated contract number using format in 23.c. below. Each Contract/ Telephone No. equates to a separately billed consumption at that location.
2 - Action	<p>Preparer enters A, D or C to indicate whether this form is ADDING a new contract (including a new suffix on an existing contract); DELETING a contract; or CHANGING certain fields in the Master File of a specific contract.</p> <p><u>NOTE:</u> Issuing a new contract to replace an old contract requires a <u>DELETE</u> action for the old and an <u>ADD</u> action for the new contract using separate WE Forms 4445-3.</p>
3 - Batch Date & No.	These controls are added by AWE-26B when entering data into the Master File.
4 - Document Type	Preparer identifies type of contract using codes from chart in 23.e. below.
5 - New Contract No.	When correcting an existing number or adding a new contract, preparer enters the New contract number using abbreviated format described in 23.c. below.
6 - Accounting Codes	<p>Preparer indicates current year operations appropriation, applicable cost center and object class code.</p> <p><u>NOTE 1:</u> Only one cost center may be cited for each contract billing. Acceptable cost centers are listed in WE 2700.7I and RM/NW 2700.7H.</p> <p><u>NOTE 2:</u> If vendor is another Federal Agency, place an "X" in the box above the first digit of the object class code. Acceptable object class codes are listed in WE/RM/NW 2700.6C, App. 2.</p>

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<u>NUMBER - ITEM</u>	<u>SOURCE</u>
7 - Obligation Amount	Preparer enters the amount expected to be paid for each payment period [Month, Quarter, Semi-annual or Annual - See item (11) below]. After initial entry AWE-26B will periodically update the amount based on payment history.
8 - New Vendor I.D.	AWE-26B ONLY (except 23.f. below). If it becomes necessary to assign a new ID number to an existing vendor the new vendor ID will be incorporated in the next weekly RCS Vendor Address File and all RCS Master File Reports.
9 - General Ledger Code	AWE-26B will complete this code with an 8 for government vendor or 9 for non government.
10 - Expiration Mo. & Yr.	Preparer enters the month and year that contract expires. This is required for ALL RCS contracts. If it is an open ended contract without expiration date, use the month BEFORE the start of contract for the expiration month and "99" for the year. Contracts are automatically converted to "no obligation" upon expiration, and deleted in the 3rd month following expiration.
	NOTE: Leases which are written to be paid Quarterly, Semi-Annually or Annually on a fiscal year basis may require a different beginning payment cycle to cover the period from the actual start of the lease to beginning of the first normal payment period. In such cases negotiate and enter the lease for monthly payments with the actual expiration Mo. & Yr. and submit a change (with appropriate effective date) to change the amount and payment cycle at the beginning of the first normal payment period. This change may be sent separately or with the Add to be held by AWE-26B until the effective date.
11 - Contract Payment Period	Preparer enters the letter which indicates the payment cycle agreed to in the contract (See 23.d. below for codes). Payments will be made on the first day of the month following the end of the payment period. [See NOTE for item (10) above] PAYMENTS ARE ALWAYS IN ARREARS.

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<u>NUMBER - ITEM</u>	<u>SOURCE</u>
12 - No Payment Code	Upon request from Logistics, AWE-26B will use this code to temporarily prevent payments from being made without deleting the entire file from the RCS. A "1" will initiate and an "*" will remove the restriction.
13 - No Obligation Code	Automatically upon expiration or manually upon request from Logistics, AWE-26B will code a "1" to prevent normal obligations from being made. This will be used for circumstances such as entering a new contract prior to expiration of an old contract and for the period after expiration pending final payment and removal from RCS Master File. An "*" must be manually coded to remove this restriction.
14 - Type of Service	Preparer enters letter code to identify the type of contract (see chart in 23e below).
15 - Vendor's Name	Preparer enters name of vendor. When adding another contract for an existing vendor use name format as currently listed in the Master File. A change in vendor identity indicates need for a new contract (Delete & Add). However, a change in name format or assignment of payments to a bank or other receiver are acceptable changes as long as the actual vendor is the same (See Par. 23.d. below).
16 - Vendor's Account No.	An account number must be a constant ID assigned by the vendor to identify this contract in HIS RECORDS. If known, preparer will enter the account number assigned by the vendor. If none or unknown, leave blank. If the contract number is a commercial telephone number, enter the area code on the right side of this field (Right Justify).
17 - Alpha St Code/ Facility	Preparer enters the two digit alpha state code and the four digit alpha facility type. Use standard abbreviations indicated in Order 1000.15A whenever possible (e.g. ATCT, FSS, AFS, etc.).
18 - Alpha Location Code	Preparer enters the alpha city location code of the site, up to eight characters in length (e.g. San Diego, Palmdale, Longmont, Spokane, etc.).

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NUMBER - ITEM

SOURCE

19 - New "Pay To" Address

Preparer completes this block ONLY if this is a NEW VENDOR or to change the previously used address. This data will be maintained in the Vendor Address File, separate from the RCS Master File.

NOTE: The "Pay To" address is frequently a central accounts receivable office, separate from the regular business office.

20 - One Time Charge

If this Form 4445-3 is being used to establish an advance obligation for related F&E construction costs, preparer enters the estimated amount (rounded to the nearest dollar) and appropriate accounting codes. See par. 24. If this Form 4445-3 is being used for master file maintenance leave Block 20 blank.

NOTE: 1. Telephone installation fees are paid with regular bills and are not considered a separate one time charge. If they are a significant amount, a transfer to F&E may be requested by memo addressed to AWE-26B.

21 - Approved by

Approving contracting officer or his designee signs and dates the form when forwarded to AWE-26B. Forms initiated by AWE-20 will be signed in this block by originator and a copy sent to the contracting officer when input.

22 - Effective

If the transaction is not effective until a FUTURE date, enter that effective date before forwarding to AWE-26B. If this field is blank, the data will be entered when received in AWE-26.

23 - Date entered on RCS

When entered on the RCS, AWE-26B will date stamp here and forward a confirmation copy to the preparer.

NOTE: If a WE Form 4445-3 is not received in time for entry into the automated system for payment, the necessary payment will be processed by AWE-26A manually in accordance with the terms of the lease. This should be used infrequently and the circumstances described in a memorandum attached to the WE 4445.3.

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23. GENERAL INSTRUCTIONS AND DEFINITIONS.

a. Quantity - Prepare an original and one copy. Forward original to AWP-26 with FAA 1360-17 Route Slip and retain the copy until you receive confirmation of input. When input has been accomplished AWP-26B will date the form in block 23 and return a copy to the sender.

b. Required data includes the following line items (fields):

<u>PROVIDED BY</u>	<u>ADD</u>	<u>DELETE</u>	<u>CHANGE</u>
Preparer	1, 2, 4, 5, 6, 7, 10, 11, 12, 14, 15, 16 (if known), 17, 18 and 21. 19, 20 and 22 (if applicable)	1, 2 and 21. 22 (if applic- able)	1 (as shown in cur- rent Master File), 2, the new data only in any other line being changed, 21 and 22 (if applicable)
AWP-26	3, 8, 9, 12, 13, and 23	3 and 23	3 and 23

c. Contract Number format [22.a.(1) and (5) above].

(1) All RCS Contracts and Purchase Orders except commercial and GSA phone service will be identified as follows:

<u>DIGIT</u>	<u>IDENTIFICATION</u>
First	Region identification (4, D or S)
Second and Third	Fiscal year
Fourth thru Seventh	Use the four digit contract or purchase order number
Eighth	Alpha suffix (if necessary) to identify separate billings expected from multiple accounts under a single contract.

NOTE: When suffix is required, all occurrences of that contract in the Master File require a suffix.
EXAMPLE: DOT FA 74 NM 1234 is shown as S741234.
If there were two billings expected under this contract it would be entered twice as follows
(with applicable account numbers): S741234A and S741234B.

(2) For Commercial Telephones, use the actual Telephone Number as a contract number. For GSA Telephones use the six digit customer number preceded by the letter G. Use these numbers without a suffix for the basic local usage and with a suffix "1" for toll charges. Show Area Code on right side of Account Number field.

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NOTE: Service Type J contracts with commercial vendors for other than normal telephone service will be identified as regular contracts, par. 23c(1) above.

d. Contract Payment Period, par. 22a(11) above, indicates the frequency of payments using the following codes (note requirement of expiration month):

<u>Code</u>	<u>Payment Period</u>
M	Monthly
Q	Quarterly
S	Semi-Annual - Fiscal year basis paid 10/1 and 4/1 ONLY.
A	Annually - Fiscal year basis paid 10/1 ONLY.
X	Semi-Yearly - Paid on first day of month at six month intervals following the expiration month cited in par. 22a(10).
Y	Yearly - Paid once a year on first day of month following expiration month.

e. <u>Type of Document</u>	<u>Line 4</u>	<u>Line 14 Type Service</u>	
	<u>Code</u>	<u>Pd by Invoice or Automatic*</u>	
Fixed Leases (Licenses, Permits, etc.)	40		M
Fixed Rental Contracts (Recurring Charge POs)	41	P	Q
Fixed Janitorial Contracts	42	F	Q
Utility, Electric, Gas	44	I	Q
Utility, Telephone (Non-GSA)	45	J	Q
Utility, Water, Sewage	46	I	Q
SIBAC - Recurring	48	J	Q

*NOTE: Leases are paid automatically. If payments other than leases are to be fixed, constant amount, the automatic payment, service type "Q", may be used instead of codes F, I, J, & P. This will generate automatic payments in the amount and frequency prescribed without need of an invoice.

f. Change of ownership may or may not require execution of a new contract at the discretion of the Logistics Division. The following procedures apply:

(1) If a new contract is to be initiated, submit separate Forms 4445-3 to DELETE the old contract and ADD the new contract. The DELETE action and any applicable final payment instructions should precede the ADD transaction at the earliest possible date.

(2) If the old contract is to be retained and recognized by the new owner, submit a CHANGE Form 4445-3 at the earliest possible date. This CHANGE must include the following fields (lines): 1, 2, 8, 15, 19 and 21. The next regular payment will be made in full to the owner of record on that date with proration, if any, arranged between buyer and seller.

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24. ONE TIME F&E CONSTRUCTION CHARGES are not paid through the RCS. However, since WE Form 4445-3 replaces most RCS contracts previously sent to AWE-20, it should also be used to obligate the one time F&E charges.

a. Obligation of One Time F&E Charges via WE Form 4445-3:

- (1) Complete fields 1, 15, 20, 21.
- (2) Annotate form prominently with "F&E Obligation Only."
- (3) Send Form 4445-3 to AWE-26B.

b. Billing of one time F&E charges may be sent directly to AWE-26B or via the regional Logistics Division at the option of the contracting officer. Vendors should be cautioned NOT to combine construction costs with consumption bills sent to AWE-26B. When including such F&E construction, the contract must contain a provision that "construction charges under this contract will be itemized, cite this contract number and be billed separately from consumption. Such bills will be sent to the following address for payment within 30 days of completion and acceptance by the FAA: (insert desired address)."

c. Payment of F&E charges is made manually (outside the RCS) upon receipt of the completion report and billing from the Logistics office. These documents may accompany the RCS Master File Form 4445-3 for that contract, but will be handled separately when received in AWE-26B.

25.-29. RESERVED.

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CHAPTER 3. RCS OUTPUT REPORTS

30. REPORTS. The output reports generated by the RCS are available on Microfiche or Xerox 1200 and distributed to user division level in Western and Rocky Mountain Regions. Northwest reports are forwarded to ANW 60 for redistribution to the indicated users. Requests for future changes to the listed distribution should be addressed to AWE-20 by the user.

31. THE RCS MASTER FILE contains complete data for each RCS contract. It is generated in various sort sequences and frequencies as follows:

<u>RIN</u>	<u>Medium</u>	<u>Sort Sequence</u>	<u>Frequency</u>	<u>User</u>
CT992R1 (Current)	Paper	Region Contract	Monthly	AWE-26B
CT99JR1	Fiche & Xerox	Region Cost Center Service Type Contract	Monthly	AWE-22B AWE/ARM/ANW-30 ARM-200/400
CT976R1	Fiche	Service Type Vendor	Weekly	AWE-26B
CT99NR2	Fiche	Region Service Type Vendor Contract	Weekly	AWE-56 ARM/ANW-55

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32. RCS PAYMENT HISTORY FILE is a cumulative listing of payments made under each contract for a 12 month period. The current amount being obligated is shown under the contract number and marked with an asterisk. On the same line, under each monthly column, is the exact amount paid for that month and the schedule number on which it was paid. This report is prepared in the same format with different sort sequences as follows:

<u>RIN</u>	<u>Medium</u>	<u>Sort Sequence</u>	<u>Frequency</u>	<u>User</u>
CT99CR1 (Current)	Fiche	Region Appropriation Type Service Vendor Contract	Bi-Monthly	AWE-26 & 56 ARM/ANW-55
CT99LRI (Current)	Fiche & Xerox	Region Cost Center Type Service Vendor Contract	Monthly	AWE-22B ARM-30 & 463 ANW-30 & 400 ANW-200 & Sectors

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33. OTHER RCS REPORTS

- CT994R1 Vendor Contract/Account Listing is provided monthly on Xerox 1200 to AWE-26B and (on request) Logistics. Lists vendor ID, name, contract and vendor account numbers. Sort by Service Type, Vendor ID and Contract No.
- CT997R1 RCS Residual Obligations is provided monthly to AWE-26B. Lists adjustment and cancellation edit failures and all obligations over 3 months old. This report is in vendor and contract sequence and is computer printed.
- CT941R1 RCS Vendor Name and Address File is provided weekly on paper to AWE-26B and Logistics. Lists name and address of all RCS vendors in Vendor No. sequence. Can be used to make mailing labels on request.

Additional related reports are:

- CT982R1 RCS Daily Disbursement Balance List
CT984R1 RCS Payments Eliminated from Current Processing
CT987R1 RCS Payment Summary
CT989R1 RCS Nonencumbered Payments (for AWE-26B)
CT97CR1 RCS Weekly Residual Recap
CT98BR1 RCS Daily Disbursement Batch/Transaction Control
CT970R1 RCS Vendor/Contract Master Transactions

34.-39. RESERVED.

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CHAPTER 4. LOGISTICS DIVISION RESPONSIBILITIES

40. BILL TO ADDRESS. Utility and telephone contracts require unique billing addresses which contain the vendor ID and contract numbers. Whenever possible the contracting officer will include a requirement in the contract to bill as follows (substitute vendor ID No. for XXXXX and Contract No. for YYYYYYYY):

Commercial Telephones:

FAA Vendor ID XXXXX
Service Address

GSA Telephone:

FAA AWE-26B No. XXXXX
Box 92007, WPC
Los Angeles, CA 90009

Utilities:

FAA AWE-26B No. XXXXX
Contract No. YYYYYYYY
Box 92007, WPC
Los Angeles, CA 90009

41. UTILITY COMPANY VERIFICATIONS. Maintenance and quality of the RCS depends heavily on close cooperation and liaison between the Accounting and Logistics Divisions. Annual verifications to eliminate invalid contracts may be performed at the option of the Logistics Division using data listings (CT994R1) and address labels provided by the Accounting Division. Recommended confirmations for such letters include the following:

- a. Confirm that best rates are applied.
- b. Confirm that account is still active .
- c. Verify account number cited for each contract is correct.

d. Request that the company submit itemized bill to AWE-26 for any unpaid balance preceding immediately prior billing cycle.

42. ANY MASTER FILE CORRECTIVE ACTIONS which become known to the Logistics Division will be communicated to AWE-26B on WE Form 4445-3.

43. AT THE END OF EACH FISCAL YEAR, a review of pending utility contracts (under construction) will be necessary to determine whether non-recurring (F & E) charges have been obligated. Any needed obligations should be requested by memo to AWE-26B (copy to Budget Division). That memo should be received by 9/20 each year and must cite the contract number, F & E accounting data and amounts.

44.-49. RESERVED.